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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Projects Review Committee

DATE: 25 August 1951

FROM : Comptroller

SUBJECT: Unvouchered Funds Requirements for the Administrative Services Office,  
Fiscal Year 1952

1. Reference is made to the attached memorandum, dated 17 August 1951, from the Administrative Services Office, listing unvouchered fund requirements for fiscal year 1952.

2. At the time of the preparation of the fiscal year 1952 budget, the Administrative Services Office did not have any apparent need for unvouchered funds but due to the reorganization and realignment of functions, the need for unvouchered requirements for fiscal year 1952 are as follows:



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b. Transportation Division - \$11,000

Approximately 300 trips @ \$20 per employee per trip, or a total of \$6,000, will be required for the travel of employees of the Transportation Division in connection with the transporting of vehicles and equipment for covert projects to ports of embarkation or to other destinations as required. During the fiscal year 1951 all charges for travel and per diem for the purpose mentioned above was charged to the Procurement Office and it is proposed that \$3,000 of the existing fiscal year 1952 unvouchered funds within this office be transferred to the Administrative Services Office.

A contract has been processed for the contractual services of [REDACTED] in connection with cargo information and services at ports of embarkation. This contract was negotiated during the fiscal year 1951 and will continue through the fiscal year 1952 at a cost of \$5,000.

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c. General Services Division - \$300

Travel of personnel in the Records Management Branch performing duties in connection with Vital Documents Storage and surveys within covert areas necessitates the use of unvouchered funds for security reasons. Unvouchered funds are also required for special couriers, within the mail unit, when transmitting classified material to various points outside Washington.

3. Funds in the amount of \$26,300, less the proposed transfer of \$3,000 from the Budget estimate for the Procurement Office, can be made available from existing funds budgeted for the Administrative Services Office, for the fiscal year 1952.

4. It is recommended that approval be given for the allocation of unvouchered funds in the amount of \$23,300 to Administrative Services to cover the estimated cost of travel in connection with covert projects and activities. If approved, forward to [REDACTED] for formalizing in project form.

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[REDACTED]  
E. R. SAUNDERS

Attachment

App [REDACTED]

Deputy Director (Administration)

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